

PREPARING AF FORM 673, REQUEST TO ISSUE PUBLICATION

The Air Force uses the AF Form 673 to coordinate draft publications. OPRs must ensure each section is complete *before* the Certifying Official and Approving Authority sign the form. Below are instructions for completing the AF Form 673.

SECTION I

- Date: Date OPR completes the form
- Block 1: MSD/SSHPP, Maxwell AFB AL 36112-4053
- Block 2: OPR's organization and address
- Block 3: OPR's Name
- Block 4: OPR's grade/rank
- Block 5: OPR's DSN phone number
- Block 6: Publication long title (e.g., Publications Management Program)
- Block 7: Publication short title (e.g., AFI 33-360, Volume 1)
- Block 8: Check the appropriate block
- Block 9: Short title and date of previous publication (if applicable)
- Block 10: Self explanatory
- Block 11: Leave blank
- Block 12:
 - "F" = Functional Distribution. Most Air Force publications are "F" allowing distribution to the public; no restrictions apply. These publications will be available on the Maxwell Electronic Publications web page.
 - "L" = Limited Distribution. The OPR approves and disapproves requests for these publications and issues accordingly. These publications will not be available on the Maxwell Electronic Publications web page.
 - "X" = Special Distribution. OPRs may use "X" for classified publications or supplements with different classifications than the basic publication. OPRs will stock and issue all copies of these publications to ensure necessary control of the information they contain.
- Block 13: Enter highest classification or "N/A"

- Block 14: If the OPR is issuing the publication in accordance with higher headquarters directions, state the directive here. Other wise, enter “N/A”
- Block 15: If a publication must be issued by a certain date, indicate the date here and the justification in Block 16, Remarks. NOTE: OPRs will need to suspense all coordinating agencies to complete their actions in time to get the draft to the Base Publications Manager for publishing by the implementation date, usually 7 – 10 duty days.

SECTION II

List all agencies required to coordinate on the publication. Minimum mandatory coordinating offices are the Freedom of Information Act manager – FOIA – (42 CS/SCSR), the base legal office (AU/JA), and the base Forms Management Office (MSD/SSHPPF). Use a second AF Form 673 if you need more room. OPRs can coordinate electronically. E-mail the publication to all coordinating agencies, asking they reply with their concurrence or concerns (address any concerns and return to the agency). Enter “See attached e-mail” in the NAME block next to each agency that coordinates electronically and attach a copy of their e-mail showing concurrence. NOTE: The Certifying Official and Approval Authority *must* sign the original AF Form 673; all coordination must be complete *before* they sign.

SECTION III

List any forms the publication prescribes or adopts and their status. Indicate adopted forms by listing a capital “A” in parenthesis after the form number (e.g., AF Form 1382 (A)). If the publication doesn’t prescribe or adopt any forms, leave this section blank.

- Block 16: Enter any remarks for coordinating agencies and or the Base Publications Management Office
- Block 17: Certifying Official’s signature element
- Block 18: Certifying Official’s signature
- Block 19: Date Certifying Official signs the form
- Block 20: Approval Authority’s signature element
- Block 21: Approval Authority’s signature
- Block 22: Date Approval Authority sign the form.

SECTION IV

Publications Management Office use.